

Reopening Plan of



New Covenant Christian School

1497 Needham Avenue, Bronx, NY 10469 (Preschool 4 – 12th Grade)

1179 Boston Road, Bronx, NY 10456 (Preschool 3 & 4 year-olds only)

As of September 1, 2020

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Communication/Family and Community Engagement

The health, safety, and success of our students require effective communication among families, schools, and the community. It is therefore important to foster a strong, trusting relationship through regular and transparent two-way communication.

All information will be relayed through email, our website (www.ncchristianschool.org), and meetings. In-person meetings shall be conducted in a well-ventilated space with required face covering and appropriate social distancing. Video conferencing will also be a means of communication.

The designated COVID-19 contact person will be responsible for keeping the school community updated on COVID-19 news. All stakeholders will know who this person is and how to make contact.

Signage will be used inside and outside of the building to remind staff, students, and essential visitors to comply with proper hygiene, social distancing rules, cleaning and disinfecting protocols.

If a case of COVID-19 is confirmed in a class, the families of the students in that class and the teacher(s) will be informed. The school will assist in contact tracing, and the confirmed close contacts of the positive case will be sent a letter informing them that they have been in contact with a positive case of COVID-19. Clear directions to seek medical attention and quarantine for fourteen (14) days will be included in the letter. The rest of the school population will be informed in writing and by phone notifying them about the positive case identified in the school. They will be informed whether or not their child was in contact with the positive case.

Positive cases will be reported to state and local health departments, and the school will make best efforts to comply with the procedures required by such health departments.

The school community will be instructed on the protocol for two or more cases. If two (2) or more COVID-19 cases are identified in the school, the school will be closed to be disinfected and the school population required to self-quarantine for fourteen (14) days. The school community will be provided with updated information during the closure.

Orientations will be conducted to ensure that the entire school community is trained in how to follow COVID-19 protocols, such as those identified below, so that we all understand how to operate safely and correctly:

- Wash hands regularly with soap and water for at least 20 seconds, as described in posted signs.
- Wear a proper face covering.
- Maintain a physical distance of 6 feet, especially if you are not wearing a face covering.
- Cover your coughs and sneezes.

- Do not share personal snacks.

Health and Safety

The health and safety of the school community is our top priority when considering reopening school, whether in-person, blended or remote.

To maintain a safe and healthy environment, the school will:

- Conduct daily health screening for students, faculty/staff and essential visitors.
 - *Complete temperature check
 - *Respond to contact tracing questions
- Adjust teachers' schedules to facilitate early care and after care to avoid mixing groups.
- Assign specific entrance to the grades.
- Parents will not be allowed to enter the school building at arrival and dismissal time.
- Provide training for faculty/staff and students on putting on and removing mask
- Provide training for faculty and staff on how to address close contact interactions with students.
- Notify the state and local health departments if a positive COVID-19 case is identified in the school.
- Notify parents/guardians and staff in writing and by phone if a case of COVID-19 is identified in the school and whether the child was in close contact with the case or not.

Preparing for when someone gets sick

A student or staff member that becomes sick at school will be immediately isolated. The staff and family of the student will be reminded to follow the protocols:

- Get tested and remain home until results of test are available
 - If negative, return to school immediately and resume regular routine If positive, remain at home, quarantine for fourteen (14) days.

Students and staff must provide proof of medical clearance prior to returning to school.

It is important to maintain a healthy environment to keep students and staff safe. The school will implement the following strategies to maintain a healthy environment:

1. The school will frequently clean and disinfect:

- Frequently touched surfaces – doors, handles, rails
- Shared objects & toys – physical education equipment will be cleaned and disinfected between uses.
- Shared spaces – the shared space will be closed and opened only when it is safe to do so

2. In addition:

- There will be a designated room for student and staff isolation.
- All water systems will be flushed to ensure that they are safe for use.
- The school will purchase sufficient supplies for cleaning and disinfecting /
- The school will provide sufficient health and protective equipment on site for emergency purposes.
- The building will be defogged EPA-certified disinfectant at the end of every school day as a part of the daily cleaning and sanitizing routine.
- The school safety coordinator will see to the compliance of the school reopening plan and monitor phase-in activities for reopening.

3. Health and Safety Considerations for Preschool Group

- There will be no unnecessary visitor to classrooms.
- Service Providers will be screened and required to wear face shields in addition to gloves. They will be assigned a space away from the rest of the children while they work with child and observe all established protocols if they have to enter classroom.
- Children will be served individual meals instead of Family Style meals
- Proper hand washing procedures will be encouraged through songs throughout the day and shared with families for reinforcement.
- Cubbies will be placed outside of classrooms.
- Teachers will visually ensure that proper hand washing procedures are being followed in classroom and bathroom.
- Cots will be labeled and assigned to individual children.
- Cots will be sanitized after each use.
- Cots will be stored not touching each other.
- When children nap, they will be placed 6 feet apart head to toe.
- The number of children allowed in learning centers will be limited to accommodate Social Distancing.
- Sand/Water table and multisensory centers will be removed from classroom.
- Children will receive individual sets of materials to preclude sharing.
- All toys will be used on rotation and removed after use to be sanitized and stored for later use.
- Outside toys will be sanitized after use by each group by custodial staff.
- On the playground, teachers will schedule activities that allows for Social Distancing.

Facilities

New Covenant Christian School has a capacity for 310 students. The present enrollment is still unknown but expected to be at our average amount of 148 students That gives us the opportunity to offer in-person instruction to our school population. We are therefore committed to providing and maintaining maximum protection from the spread of the coronavirus within the building. To ensure the health and safety of students and adults returning to the school building, the classrooms

will be redesigned to facilitate social distancing.

There will be no renovations performed on the building to increase capacity to promote social distancing. Rather, operations will be conducted that best maximize the available space for social distancing.

Facility Entrance:

- To accommodate social distancing at arrival and dismissal, only students will be allowed in the building.
- Upon entry students will be directed to classrooms and will remain in a single classroom for instruction.
- Parents/guardians will conduct business over the phone and
- Essential visitors will be screened before entering the building.
- Essential visitors will be required to make an appointment or notify the school prior to visiting.

Time Management:

- A schedule will be created to alleviate crowding in the staircase and hallways.
- Middle and high school students will remain in the classrooms for Instruction while the teachers move from classroom to classroom to reduce the traffic in the corridors/hallways, which will help eliminate viral transmission.
- Prekindergarten to fifth grade will remain in their classroom as usual.

Door Entryway:

- All doors will remain open to reduce the spread of the virus from touching door levers and knobs, and to help increase ventilation.

Alcohol-Based Hand Rub Dispensers:

- Rooms will be equipped with a hand sanitizer dispenser or hand sanitizer bottle to be used upon entry and exit of each room. These will be placed by the entryway of the door to eliminate any viral transmission upon entry and exit of each room.

Required Square Footage

Classrooms and office spaces have been measured by square foot and will not contain more than the allotted number of individuals according to social distancing recommendations. Each classroom varies in size in our facility. To ensure protection and awareness to all individuals, social distance notes will be posted on doors detailing the number of individuals allowed in each space.

Ex: Maximum CDC-Recommended Occupancy to Prevent COVID-19 Transmission

TO HELP MAINTAIN PHYSICAL DISTANCING OCCUPANCY IS LIMITED TO 175 people in the building with occupancy level of 520 in building number one at 1497 Needham Avenue and 75 PEOPLE in building with occupancy of 425 people in building number two (2) at 1179 Boston Road. A total of Twenty-two classroom in two buildings we intend to utilize 17 CLASSROOMS with a maximum of 10-15 students per a classroom covering 13 grades - Universal Prekindergarten through 12 grades.

Ventilation.

All our classrooms are fully ventilated with at least two windows each for outside fresh air intake. All mechanized ventilation system for air conditioning and heating will be fully ionized. Ionization Product 2400 BMS is ordered and will be professional installed. We have 13 wall mount units in 13 classrooms and 5 duct system. The Ionizer 2400 BMS which is very highly versatile and will be installed in the ducted system and wall mount to guarantee the quality of air and prevent air contaminated by COVID 19.

Child Nutrition

Classrooms located on the second and third floor of the building will have their meals in their classrooms. Classrooms located on the far end of the building will have their meals in the cafeteria according to social distancing rules.

In order to ensure that children with allergies are adequately protected, parents/guardians must provide written medical documentation, as directed by a physician, that states the child's allergy. The [Food Allergy Action Plan](#) lists specific instructions and medications to administer in case of an emergency. In addition to a physician's note, parents/guardians must complete the [Food Allergy Action Plan](#) and submit it to the school office. Once received, we will make sure to take every necessary precaution to ensure those children do not have any contact with those foods items wherever they are consuming their meals.

To limit transmission of the virus, students will not be permitted to bring meals to school. All meals eaten on-site will be prepared in our school kitchen where food safety protocols and procedures are strictly observed.

For those classrooms that will have their meals in the class, students will be required to perform hand hygiene before and after eating. Each class will line up in the hallway to wash their hands before collecting their meal and will do the same when cleaning up after their meal. Hand hygiene will be promoted through sufficient posted signage in the hallways and by verbal announcement by the teacher.

There are only three classes that will have their meals in the cafeteria at the same time, appropriately socially distanced. No other group of students will arrive for meals in the cafeteria.

The cafeteria will be cleaned and disinfected after use.

Students learning remotely will have meals made available for them or their appropriate guardian to collect from the school on a daily basis. Since at this time the number of children participating in our remote learning option is unknown, we will adjust this plan as needed if this daily pick up option becomes too burdensome for all parties involved.

Communication with parents regarding the pick-up of these foods, when, and how will follow the communication and facilities protocols listed above.

Social-Emotional Well-Being

The pandemic has created unprecedented stress on the lives of all stake holders, families, children and school staff. Our school is aware that our children, families, and teachers will have mixed reactions coming out to school. Though we do not have a Social Worker on staff we are committed to care for our community using resources and planning.

- Our school will utilize developmentally appropriate curricula for all levels.
- Our school has requested Trauma-informed care training, resources, and support from the NYC Department of Education (DOE).
- Our DOE professional learning will reinforce this Trauma-informed approach and highlight practices that support the well-being of children and the adults who care for them throughout the year.
- We will build our own knowledge and develop an action plan on Trauma-informed care using the DOE Trauma Informed Principles and Priorities.
- Professional learning plan includes effective classroom management strategies and skill building in teachers on ways to effectively address behaviors.
- We will assign designated times beginning September 1-9 to have meaningful discussion on the DOE Trauma Informed Principles and Priorities and build our action plan.
- Our school uses a needs survey to identify any area of need in a family and uses that as a resource to begin our collaboration with families.
- We will request a Department of Mental Health and Hygiene (DOHMH) consultant/thought partner on how to guide discussions with staff and families.
- We will request staff training from Thrive NY to address social emotional needs.
- Teachers will use NYS Social Emotional Learning Goals to inform interactions with students and create educational plans:
 1. Develop self-awareness and self-management skills essential to success in school and in life
 2. Use social awareness and interpersonal skills to establish and maintain positive relationships.

3. Demonstrate ethical decision-making skills and responsible behaviors in personal, school, and community contexts
- The respective school leaders will ensure that SEL learning Goals are being met in lesson plans as well as develop professional learning to meet teacher need.
 - Self-care resources will be shared with caregivers and teachers through letters, posters, and emails.
 - School will support child's learning and growth using Positive Behavior Guidance from the NYCDOE Early Childhood Dept. which focuses on:
 - Proactive Measures
 - Positive Reinforcement
 - Responsive Strategies
 - For teachers who need more support in implementing these strategies, the program Leader will contact the DOE or DOE Early Childhood Social Worker.
 - Teachers will use data from observations and interactions with families and children to inform conversation with school leaders/DECE Social Worker for next steps.
 - Referrals and resources will be made available to families according to specific need.
 - DOE assigned Social Worker will be used as a resource for family/staff needs.
 - The school will share resources from the New York City Department of Education (NYCDOE) website and the New York City Department of Health and Mental Hygiene (NYC DOHMH) with families in home language through digital downloads and hard copies.
 - School office will maintain list of services and resources in the community for family access according to their particular needs.
 - Community resources will be posted on Parent Board.
 - Staff will be required to complete all DOH workshops.
 - Teachers will communicate with families that are hybrid at least once weekly and full remote at least twice weekly.
 - The school will offer children many opportunities to stay engaged in play and learning in lower grades.
 - The school will offer clubs for extracurricular activities that follow Social Distancing guidelines but also fosters social emotional well-being.

Scheduling

General

1. Classes resume on September 9th
2. The school year shall be 180 days, of which 4 days are professional instructional learning as required by the NYS Education Department
3. Classes are scheduled for 8:00 until 2:30 each day.
4. Each subject in middle and high school receives 45 minutes of class time.
5. After school programs are limited to activities in which social distancing can be easily monitored (for example, the chess or reading clubs).

6. After school sporting and other group events will not be allowed. (This will be revised as necessary.)

Hybrid:

A combination of in person and online will be offered to the high school.

Group A: Mondays and Wednesday in person

Tuesdays and Thursday remote

Fridays - alternate between in person and remote.

Group B: Mondays and Wednesday remote

Tuesdays and Thursday in person

Fridays - alternate between in person and remote

Attendance

In – Person: Students' first class each day is with the homeroom teacher. Attendance will be recorded by the homeroom teacher and reported each day to the office.

Hybrid/Remote: Attendance will be recorded each day by student logging on to google classroom. In case of a failure of the internet system, students may call in to record attendance.

Each subject teacher will also keep a record of each student's attendance in his/her class during remote learning.

Parents will be called each day of the absence or lateness of their child. Students who are consistently late and/or absent must be reported to the office by homeroom as well as subject teachers, at which time a letter will be sent to the parents' referencing the attendance requirement of NYSED and the consequences of being absent too often. A follow-up call will be made to the parents to see where we can assist in correcting any issue that might be occurring.

Teaching and Learning

Preschool

- Our center will engage our young learners through play-based, hands-on activities. Our classrooms meet all requirements for safe, developmentally appropriate learning while children are in school. For students who will be part of full time at home, or in the case of a shift to all remote learning, our interactions with our families will focus on helping families to engage children in developmentally appropriate activities and close contact

with teachers.

- Parents will have the school phone number as well as the contact number for school leader, and administrative assistant. In the event of an emergency closing, all calls are forwarded to personal cell phones.
- Administrative assistant and teachers will establish best contact numbers for families.
- Teachers will establish how best families can contact them with questions regarding their child or remote learning.
- The school will post all announcements and information on school website.
- Monthly and weekly newsletters will be shared with families via email/hard copies.
- The school will use email, phone, text to communicate with families and keep them updated.
- The school secretary will ensure that all phone numbers, emails, and emergency contacts are current.
- New Covenant Christian School will implement 3 learning models- in person, remote learning, and Blended learning and all groups will include the same group of children each day.
- In person learning will be a combined class of 3 and 4-year-olds, to accommodate staffing requirements.
- To help students and families stay connected during emergencies, the DOE is lending internet enabled iPad to support learning at home. All families have been encouraged to register for these DOE devices during the summer months to ensure that families that are in need will have devices upon the start of the school year.
- Teachers will receive training on how to use chosen remote learning platform to interact with families.
- Teachers who are in need of devices will receive internet enabled tablets through DOE for use during remote interactions.
- Parents will receive training and support in the use of Class Dojo, at the beginning of the year and throughout as necessary.
- For families who do not have access to a remote device, teachers will establish best way to have interactions with that family.
- The school has ordered learn at home materials that will be distributed to families.
- All oral and written communications and interactions will be in the family's home language.
- School will share NYCDOE Learn at Home Early Childhood Instructional Resources and how to access it with families.
- Teachers will use remote platform to share activities related to current classroom study and create activities on how to implement study at home as well as how to use household items for play and learning.
- Teachers will support parents in creating a home schedule that will be developmentally appropriate for students, as well as transitional activities and routines that work best with young children.
- Teachers will share songs, rhymes and finger play with parents through recordings on Class Dojo.

- Teachers will work with families to create a plan for checking in with students and with families at least twice per week with families who are remote learning only and at least once per week for children in blended learning. In the communication with families, teachers will find out what is working for children/families and how they can further support them.
- Teachers and school leader will meet weekly to discuss families and how to best serve them based on reports from teachers. They will share best practices on interacting with families and receive ongoing resources.
- Attendance, through interactions, will be reported to school secretary to monitor.

Elementary

Research has found that students who are instructed in the traditional classroom setting have a better opportunity to make connections to prior knowledge than students who are instructed remotely.

New Covenant Christian School will be offering in-person and remote learning for families. The choice of in-person or remote learning is left to each family, based on their particular needs. These modes of learning will offer all academic subjects: Bible, Mathematics, English language Arts, Science, Social Studies and Health Education along with Spanish, Physical Education, Computer Science and Music.

Both modes of learning will follow the same schedule. For remote learning, teachers will login two times each day to communicate with students, check assigned work, offer guidance and support to students, and also update parents/guardian on students' progress.

In-person: Classes are scheduled to start at 8:00 a.m. and end at 2:30 p.m. including 30 minutes lunch and 30 minutes playtime.

Remote learning: Class starts at 8:00 a.m. – Teacher contacts students daily to give instruction for the day. Teacher will be available to interact with students between 8:00 a.m. and 2:30 p.m.

The teacher will give instructions from the specified curriculum/scope and sequence, assessing at intervals to evaluate if students are mastering the grade level learning standards. The teachers will use project-based learning, thinking-based learning, and collaborative learning to engage the students in both models.

All students will be provided with the books and materials needed for meaningful interaction and learning.

Students will be given the opportunity to transfer and connect learning to previous knowledge thus creating continuity of learning.

In-person learning will utilize technology. Projects and homework will be posted through Google Classroom. Students will be required to submit some assignments online. In the event that there is a surge in the COVID-19 virus and school has to be closed, the students' transition to remote learning would be seamless.

Middle and High School

New Covenant Christian School will be offering in-person and remote learning for families. The choice of in-person or remote learning is left to each family, based on their particular needs.

In – Person

Students will be scheduled for a full day of school from 8:30 am until 2:45pm each day. Teachers will instruct in the areas of Bible, English Language Arts, Math, Science, Social Studies, Computer, Music, Art, and Gym according to the curricula. Each subject is allotted 45 minutes for each class, according to the schedule with 20 minutes being allotted for class work

Students and teachers will be instructed on the safety measures that are implemented.

Teachers will use Google Classroom each day to issue assignments and homework. This will ensure a smooth transition to remote learning if it becomes necessary. Students would have now been familiar with this platform. (Training will be provided during orientation week to parents, students, and teachers.)

Remote Learning

Teachers and students will continue with the **in-person** weekly schedule. Teachers will be online at their scheduled time every day to give instructions, answer questions and interact with students. Each subject teacher will be expected to be available at least one afternoon after school hours to provide assistance to students in order to ensure that everyone is at the level they should be.

Teachers are instructed to give assignments that will develop the critical thinking skills, that is more reports and projects that will be in line with the curriculum of a given subject.

The aim is to ensure that all students are benefitting from classes, online or in person, and are equipped to go on to the next level of their academic life.

Physical Education

During the fall, Physical Education will be conducted outside where we will be able to maximize the distance between students. The activities selected will be those that do not require equipment, no physical contact and do not require students to be in close proximity.

The students engaged in remote learning will also be required to do physical education. Videos will be utilized to demonstrate activities and skills to be practiced by the student. The physical aspect will be done outside when the weather allows, and the theory done when it is not possible to be outside. Students will be encouraged to get the body moving on their own.

Grading

Assessment of students' learning will be done regularly to evaluate each student's progression. All students whether in-person or remote learning are expected to meet the same academic standards. Students will be assessed using different strategies such as projects, exams (teacher created and/or standardized) portfolios and any other methods that can measure mastery of set standards according to the NYSED.